

Article IV.A. Superintendent's Executive Council

The superintendent's executive council shall consist of the deputy superintendent, assistant superintendents, the business administrator/treasurer, and other administrators as selected by the superintendent. Members of the executive council are responsible for the following:

- A. Perform duties as assigned by the superintendent.
- B. Assist in the formulation of new policies and procedures for the district.
- C. Meet and confer regularly with the superintendent regarding the interpretation and definition of district policies.
- D. Keep the superintendent informed on all aspects within their specific area of responsibility including administrative and instructional practices as they relate to board policy.
- E. Evaluate and make recommendations to the superintendent for the selection, assignment and promotion of district administrators within their area of assigned responsibility.
- F. Represent the district on state and local committees.
- G. Establish clear job responsibilities and descriptions for each assigned staff member.
- H. Define limits of authority and clarify working relationships with and among assigned staff members.
- I. Develop and organize opportunities for professional growth and inservice training.
- J. Develop and implement systematic supervisory techniques to assure quality professional practices.
- K. Administer requests for professional, personal leaves and special use of sick leave for assigned staff members.
- L. Be responsible for budget control, payroll authorization for areas of responsibility and shall act on all requests for travel, conference, convention and workshop attendance for administrative staff.
- M. Recommend new and replacement equipment and capital outlay projects.
- N. Review and approve grant proposals as assigned for federal, state or foundation funding.
- O. Study the unique needs of their assigned operational units and recommend the appropriate means of meeting those needs.